

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, JUNE 25, 2020
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE

- 1. Call Meeting To Order**
- 2. Roll Call**
- 3. Presentation of any Town Council Recognitions**
- 4. Consider minutes of previous meetings**
 - a. Town Council Minutes 06/11/2020
- 5. Receive and Review Correspondence**
 - a. 6/03/20 Police Call to Check Penobscot Narrows Bridge
 - b. 06/17/20 Police Call to Verona Island/Ambulance Assist
- 6. Ordinances to Consider/Introduce**
- 7. Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)**
 - a. Pool Update
 - b. Spirit of America Nomination Discussion
 - c. July 14th Election Guidelines – Jacob Gran, Clerk
- 8. Agenda Items**
 - a. To approve Resolve 2020-58 To Adopt the Town General Fund Budget for the period July 1, 2020 through June 30, 2021
 - b. To approve Resolve 2020-59 To Adopt the Capital Improvement Plan for the period July 1, 2020 through June 30, 2021
 - c. To approve Resolve 2020-60 To Adopt the Sewer Budget for the period July 1, 2020 through June 30, 2021
 - d. To approve Resolve 2020-61 To Set Sewer Rates for the period July 1, 2020 through June 30, 2021
 - e. To approve Resolve 2020-62 To Adopt the Town Marina Operating Budget for the period July 1, 2020 through June 30, 2021
 - f. To approve Resolve 2020-63 To set the date when taxes are due and payable
- 9. Resignations, Appointments, Assignments, and Elections**
 - a. Sign Election Warrant for July 14th Election
- 10. Approval of Quit Claims, Discharges, and Deeds**
- 11. Town Manager Report**
- 12. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits**
 - a. Public Hearing – Appendix B, Council Rules, amendment to add Section 46.
 - b. Public Hearing – 20/21 General Fund, Marina, Capital Improvement & Sewer Budgets
 - c. Public Hearing – To set Sewer rates for the 2020/2021 Fiscal Year
- 13. Discussion of Items Not on the Agenda for Council and Public**
- 14. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meetings**
- 15. Adjournment**

4a

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, JUNE 11, 2020
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE

MINUTES

- 1. Call Meeting To Order** - *Mayor Stewart called the meeting to order at 7:00 p.m.*
- 2. Roll Call** - *All Councilors in attendance via remote access: Mark Eastman, Jim Morrison, Paul Bissonnette, Peter Stewart, Dan Ormsby, Kathy Downes, and Ed Rankin, Jr. Also in attendance were Town Manager Sussan Lessard and Town Clerk Jacob Gran*
- 3. Presentation of any Town Council Recognitions** - *None.*
- 4. Consider minutes of previous meetings**
 - a. Town Council Minutes 05/21/2020
 - b. Town Council Minutes 06/04/2020

*Councilor Bissonnette moved and Councilor Downes seconded to approve the above listed minutes. **Motion Passed 7-0***
- 5. Receive and Review Correspondence**
 - a. Downeast Transportation Ridership Reports February, March, April & May 2020 - *Noted.*
- 6. Ordinances to Consider/Introduce** - *None.*
- 7. Discussion Items** (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)
 - a. Fire Department – Rescue Truck Request - *Public Safety Director Geagan and Deputy Chief Michael Denning outlined a request for a new rescue truck for the Fire Department. See Agenda Item 8b.*
 - b. Maine Water Contract - *Town Manager Lessard outlined the proposed renewed contract with Maine Water for the Town's sewer and water services. See Agenda Item 8a.*
 - c. Pool Update - *Town Manager Lessard stated that the repair work has begun on the municipal pool. She stated that the work that's being done will stop any leaking that is currently happening and will allow the pool to be used in the future.*
 - d. June 25th Council Meeting Location Discussion - *Mayor Stewart discussed the idea of hosting the June 25, 2020, Town Council Meeting at the Performing Arts Center at the middle school. The Council agreed with Mayor Stewart in holding the meeting at the aforementioned location.*
 - e. Re-opening Plan for Recreation Facilities and Playgrounds - *Public Safety Director Geagan addressed the Council regarding the reopening plan for recreation facilities and playgrounds. After some discussion, it was the consensus of the Council to have Town Manager Lessard and Director Geagan revise the proposed plan based on items discussed by the Council. For*

complete discussion, refer to audio.

8. Agenda Items

- a. To approve Resolve 2020-55 to approve the contract with Maine Water for management of the Sewer Treatment plant and collection system for a three year period. - *Councilor Bissonnette moved and Councilor Downes seconded to approve Resolve 2020-55. Motion Passed 7-0*
- b. To approve Resolve 2020 - 56 To approve the purchase of a fire department rescue truck to be funded by a 4 year loan - *Councilor Bissonnette moved and Councilor Morrison seconded to approve Resolve 2020-56. Motion Passed 7-0*
- c. To approve Resolve 2020-57 to approve a microloan for DMCC Enterprises - *Councilor Eastman moved and Councilor Rankin seconded to approve Resolve 2020-57. Motion Passed 7-0*

9. Resignations, Appointments, Assignments, and Elections

- a. Appointment of Jacob Gran as election warden for July 14, 2020 election - *Councilor Eastman moved and Councilor Downes seconded to appoint Jacob Gran as Warden for the July 14, 2020 election. Motion Passed 7-0*
- b. Board member needed for Appeals Board - *Town Manager Lessard stated that a board member is needed for the Appeals Board and urged any resident interested to contact the Town Office.*

10. Approval of Quit Claims, Discharges, and Deeds - None.

11. Town Manager Report – The Town Manager's Report is attached hereto and therefore made a part of these minutes.

- a. Department Head Reports - *Noted.*

12. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits

- a. Public Hearing – Appendix B amendment – email postings – June 25, 2020
- b. Public Hearing – 20/21 General Fund, Marina, & Sewer Budgets – June 25, 2020

13. Discussion of Items Not on the Agenda for Council and Public - Councilor Morrison brought up increasing the pay that Town Councilors receive for their time on the Council. It was the consensus of the Council to discuss that topic at upcoming committee meetings.

14. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meetings - None.

15. Budget Review and send to public hearing - Town Manager Lessard gave a presentation reviewing the proposed budget. After some discussion, Councilor Bissonnette moved and Councilor Downes seconded to send the General Fund, Marina, and Sewer Budgets to public hearing as

presented. Motion Passed 7-0

16. **Adjournment** - Councilor Downes moved and Councilor Ormsby seconded to adjourn the meeting at 9:03 p.m. **Motion Passed 7-0**

BUCKSPORT TOWN COUNCIL

A TRUE COPY

ATTEST:



JACOB R. GRAN, TOWN CLERK



5a

Bucksport Police Department

Officer Report for Incident 20BK-1795

Nature: Agency Asst-LE
Location: 157

Address: Route 1
Bucksport ME 04416

Offense Codes: 7608

Received By: Liz McCann **How Received:** T **Agency:** BKPD
Responding Officers: Steve Bishop, Eric Marcel
Responsible Officer: Steve Bishop **Disposition:** CLO 06/03/20
When Reported: 22:15:25 06/01/20 **Occurred Between:** 22:14:59 06/01/20 and 22:14:59 06/01/20

Assigned To:
Status:

Detail:
Status Date: **/**/**

Date Assigned: **/**/**
Due Date: **/**/**

Complainant: 159137

Last: Waldo County
RCC

First:

Mid:

DOB: **/**/**

Dr Lic:

Address: 2 public safety way

Race: **Sex:**

Phone: () -

City: Belfast,

Offense Codes

Reported:
Additional Offense: 7608 Assist Sheriff's Department

Observed: 7608 Assist Sheriff's Department

Circumstances

Responding Officers: **Unit :**
Steve Bishop BK404
Eric Marcel BK405

Responsible Officer: Steve Bishop
Received By: Liz McCann
How Received: T Telephone

Agency: BKPD
Last Radio Log: 22:33:18 06/01/20 CMPLT
Clearance: COM Report Complete and
Approved

When Reported: 22:15:25 06/01/20
Judicial Status: AAT
Misc Entry: Winchester

Disposition: CLO Date: 06/03/20
Occurred between: 22:14:59 06/01/20
and: 22:14:59 06/01/20

Modus Operandi:

Description :

Method :

Involvements

06/03/20

Date	Type	Description	Relationship
------	------	-------------	--------------

Narrative

Waldo would like us to check the Narrow's Bridge

Responsible LEO:

Approved by:

Date



Bucksport Police Department

Officer Report for Incident 20BK-1981

56

Nature: Medical
Location: 487

Address:
Verona Island ME 04416

Offense Codes: 9630

Received By: Barb Cote
Responding Officers: D Winchester
Responsible Officer: D Winchester

How Received: T

Agency: BKPD

Disposition: ACT 06/17/20

When Reported: 08:04:05 06/17/20

Occurred Between: 08:03:49 06/17/20 and 08:03:49 06/17/20

Assigned To:
Status:

Detail:
Status Date: **/**/**

Date Assigned: **/**/**
Due Date: **/**/**

Complainant:

Last:
DOB:
Race:

Sex:

First:
Dr Lic:
Phone:

Mid:
Address:
City:

Offense Codes

Reported: 9630 Medical Emergency
Additional Offense: 9630 Medical Emergency

Observed:

Circumstances

Responding Officers:
D Winchester

Unit :
BK401

Responsible Officer: D Winchester
Received By: Barb Cote
How Received: T Telephone
When Reported: 08:04:05 06/17/20
Judicial Status:
Misc Entry:

Agency: BKPD
Last Radio Log: 09:43:10 06/17/20 CMPLT
Clearance: RTF Report to Follow
Disposition: ACT Date: 06/17/20
Occurred between: 08:03:49 06/17/20
and: 08:03:49 06/17/20

Modus Operandi:

Description:

Method:

Involvements

Date	Type	Description	Relationship
06/17/20	Name		Complainant

06/17/20

06/17/20

Cad Call

08:04:05 06/17/20 Medical

Initiating Call

06/17/20

Narrative

Male reporting man down on the side of the road not breathing. 401 assisting the ambulance

Responsible LEO:

Approved by:

Date

06/17/20

TO: Bucksport Town Council
FROM: Sue Lessard, Town Manager
DATE: June 22, 2020
RE: Spirit of America Nominations

The purpose of this memo is to transmit the two nominations we have received from the public for this year's Spirit of America Award. I have had no nominations from the Council at this point.

Steve Feite has nominated Brook Minner and Jerry Spooner has nominated the Enterprise and Don & Sandy.



Lessard, Susan <slessard@bucksportmaine.gov>

Spirit of America

Gran, Jacob <jgran@bucksportmaine.gov>
To: Susan Lessard <slessard@bucksportmaine.gov>

Thu, Jun 11, 2020 at 2:35 PM

Sue:

Jerry Spooner would like to nominate The Bucksport Enterprise, Don Houghton & Sandy Holmes, for the Spirit of America award.

Thanks!



Jacob R. Gran | Town Clerk/Registrar of Voters
Town of Bucksport, Maine | Incorporated June 25, 1792
50 Main Street | P.O. Drawer X | Bucksport, Maine 04416
207.469.7368 | 207.469.7369 (fax)

NEW OFFICE HOURS EFFECTIVE 11/04/2019 * MONDAY-THURSDAY 7:30 A.M. - 5:30 P.M.

S.A. Feite <safeite@gmail.com>

Sat, Jun 13, 2020 at 2:31 PM

To: Susan Lessard <slessard@bucksportmaine.gov>

I would like to nominate Brook Minner of Main Street Bucksport for her successful implementation of Main Street Bucksport for our small town businesses in this historically abysmal time. She succeeded where the Chamber of Commerce failed. And with a much smaller business model. It has helped us focus our spending where it is important: right here, with our small businesses, run by our neighbors and their families.


Stay Well,

Steve Feite



7c
Town of Bucksport, Maine
OFFICE OF THE TOWN CLERK

PO Drawer X
Bucksport, ME 04416
(207) 469-7368 * jgran@bucksportmaine.gov

TO: Town Council, Town Manager Susan Lessard
FROM: Jacob R. Gran, Town Clerk 
DATE: June 18th, 2020
RE: July 14th, 2020 Election Day Procedure

The purpose of this memo is to document the procedures that will be in place during the July 14, 2020 Election.

1. GENERAL GUIDELINES

- a. Social Distancing – All individuals will be required to maintain six-feet of physical distance from individuals who are not part of their household group. This will be encouraged by the use of traffic cones spaced out in six-foot increments.
- b. Capacity Limit – Per the Governor's plan for Restarting Maine's Economy, there will be no more than 50 people allowed in the building. This includes voters as well as election clerks.
- c. Face Coverings – Individuals are required to wear a face covering where physical distancing is difficult to maintain, per CDC recommendations and Executive Order from the Office of the Governor.
 - i. Voters – Voters are strongly encouraged to wear face coverings, but will not be turned away from voting for not doing so.
 - ii. Election Clerks – Due to the fact that election clerks will be working in an indoor space for a prolonged period, and interacting with people outside of their household group, election clerks will be encouraged to wear a face covering at all times, even when physically distanced. Face shields, provided by the Secretary of State's Office, will be available for use in addition to or in place of a face covering for election clerks.

2. ELECTION CLERKS

- a. High-Risk – Election clerks are expected to consider whether or not they can safely work given the current pandemic. Those considered to be high-risk are encouraged not to work. High-risk may include but is not limited to those who are 65 or older or those with underlying medical conditions.
- b. Screening Questions – Election clerks are expected to stay home if they are sick. Municipal staff will be asking the following screening questions prior to the start of the

election clerk's shift:

- i. Have you had a cough or sore throat?
 - ii. Have you had a fever, or do you feel feverish?
 - iii. Do you have shortness of breath?
 - iv. Do you have loss of taste or smell?
 - v. Have you been around anyone exhibiting these symptoms within the past 14 days?
 - vi. Are you living with anyone who is sick or quarantined?
 - vii. Have you been out of the state in the last 14 days?
- c. Good Hygiene – Election clerks will not be required to wear gloves. Instead, they'll be encouraged to wash their hands frequently, especially after contact with individuals and high-touch surfaces.

3. BUILDING AND OPERATIONAL CONDITIONS

- a. Ventilation – The ventilation system in the gymnasium will be running during the entire day.
- b. PPE Disposal – A no-touch garbage can will be placed at the exit of the polling place for the safe disposal of any gloves, masks, or tissues.
- c. Barriers – "Sneeze-guards," provided by the Secretary of State's Office, will be placed at check-in and registration tables to protect workers and voters.
- d. Signage – Signs will be placed at entrances and throughout the building alerting election clerks and voters about the required occupancy limits, physical distancing requirements, and face covering policies.
- e. Doors – Doors will be propped open so that voters do not have to touch door handles.
- f. Traffic Flow – The typical layout and flow of the polling place will be altered to minimize contact between individuals. Signage will be put in place establishing the following travel pattern:
 - i. A one-way travel pattern will be established by having voters enter the building using the main entrance (nearest to the office) of the G.H. Jewett School. Voters will process down the hallway and enter the polling place using the gymnasium entrance that is typically used. Once voters have cast their ballots, they will exit the polling place through the door located on the side of the gymnasium (nearest to the kitchen). Voters will then proceed down the hallway, and exit through the door located next to the fitness center.
- g. Voting Booths – To comply with physical distancing policies, voting booths will be reconfigured to allow for 6-feet of distance between booths. Barriers will be used to prevent use of every other booth.

- h. Hand Sanitizer – Hand sanitizer will be available for use before entering the polling site and after the final step in the voting process.
- i. Cleaning – Frequently touched surfaces, such as tables, handles, voting booths, touch screens, etc., will be disinfected on an hourly basis.
- j. Pens – In an effort to minimize shared touch surfaces, voters will be asked to deposit pens into a box after voting. The pens will then be disinfected and reused.
- k. Political Candidates – Candidates and voters will be discouraged from greeting one another with physical contact (e.g., handshakes). Candidates will be reminded to maintain six-feet of physical distance from voters, as well as other candidates and surrogates.

Due to the above guidelines, voters can expect a longer-than-usual wait at the polls on Election Day. To avoid the lines, voters have the option of obtaining an absentee ballot by contacting the Town Office at (207) 469-7368. A voter may request an in-person absentee ballot up to and including on Election Day. The deadline to make an online or telephone request for a ballot to be mailed to the voter is 5:30 p.m. on Thursday, July 9, 2020.

8a

**RESOLVE #R-2020-58 TO ADOPT THE TOWN GENERAL FUND
BUDGET FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021**

Be it resolved by the members of the Bucksport Town Council in Town Council assembled that expenditures for the Town Budget totaling **\$5,805,717** for the period 07/01/2020 to 06/30/2021 be approved as follows, such not including TIF Revenues and Overlay, School Assessment, and County Assessment which will be included in the overall budget once the mil rate is set:

ACCOUNT	ACCOUNT NAME	2020-2021 BUDGET
50	General Government	\$ 1,932,436
51	Protection	\$ 2,072,024
52	Street & Ways	\$ 915,562
53	Health & Sanitation	\$ 234,437
54	Community & Social Agencies	\$ 50,573
56	Recreation & Cultural	\$ 270,410
57	Capital Program	\$ 287,000
58	Debt Service	\$ 15,412
59	Cemetery	\$ 14,525
65	TIF	\$ 6,669
66	Uncategorized Expenses	<u>\$ 6,669</u>
TOTAL BUDGET EXPENDITURES		\$ 5,805,717

Be it further resolved that the following revenues (except for accounts 1001, 1014, and 1016) be used to reduce the amount to be raised from taxes:

		2019-2020 BUDGET
1001	Property Tax - School	\$ 4,728,786
1001	Property Tax - County	\$ 203,902
1002	Supplemental	\$ 0
1003	Motor Vehicle Excise	\$ 900,000
1004	Boat Excise	\$ 5,500
1005	Auto Registration Fees	\$ 17,500
1006	Recreation Vehicle Registration Fee	\$ 0
1007	Interest on Taxes	\$ 24,000
1008	Interest on Investment	\$ 100,000
1009	Tax Lien Cost	\$ 13,000
1010	Town Clerk Revenues	\$ 11,000
1011	TIF Revenues	\$ 75,000
1012	Surplus	\$ 650,000
1013	Miscellaneous Income	\$ 2,000
1014	Homestead Reimbursement	\$ 337,166

1016	BETE Reimbursement	\$	85,778	
1017	Fee in Lieu of Taxes	\$	15,975	
1018	Copy Fees	\$	150	
1019	School Designated Surplus	\$	100,000	
1020	State Rev. Sharing Reserve	\$	200,000	
1201	Planning Board Fees	\$	5,000	
1202	Code Enforcement Fees	\$	10,000	
1203	Plumbing Inspection Fees	\$	5,000	
1301	General Assistance Reimbursement	\$	5,600	
1302	Tree Growth Reimbursement	\$	30,000	
1303	State Revenue Sharing	\$	375,000	
1303	Budget Stabilization Reserve	\$	100,000	
1304	Veteran Exemption Reimbursement	\$	4,000	
2001	Fire Protection Subsidies	\$	32,000	
2002	Ambulance User Fees	\$	500,000	
2003	Ambulance Subsidies	\$	42,000	
2004	FEMA Grant Subsidy	\$	37,000	0
2005	Miscellaneous Fire Revenues	\$	18,000	
2201	Police Revenues	\$	41,000	
2203	Animal Control Fees	\$	18,000	
3001	Highway Dept. Revenues	\$	500	
3003	Highway Block Grant	\$	65,000	
4002	Recycling Revenues	\$	1,000	
4003	Solid Waste Fees	\$	15,500	
4004	MRC Revenues	\$	4,700	
4005	Budgetary Solid Waste Rev.	\$	0	
4006	Spofford Funds	\$	4,500	
4007	Health Advisory Rev.	\$	0	
6001	Educational Revenues	\$	0	
6002	Adult Education	\$	0	
7001	Rec. Subsidies	\$	0	
7002	Recreation Department Rev.	\$	53,500	
7003	Soccer Fees	\$	0	
7004	Recreation Facility Rent	\$	0	
7005	Senior Fitness Activity Fees	\$	0	
7006	Snowmobile Revenues	\$	1,200	
7007	Cable TV Revenues	\$	60,000	
7008	Mooring and Docking Fees	\$	1,500	

TOTAL BUDGET REVENUES: \$ 8,899,757

Acted on June 25, 2020

Yes _____ **No** _____ **Abstained** _____

Attested by:

Jacob Gran, Town Clerk

**RESOLVE #R-2020-59 TO ADOPT THE CAPITAL IMPROVEMENT PLAN FOR THE
PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021**

Be it resolved by the Bucksport Town Council in Town Council assembled that the following appropriations be adopted for Capital Improvements for the period 07/01/2020 to 06/30/2021 (FY2021 budget) as follows:

CAPITAL IMPROVEMENT PLAN 7/1/2020 TO 6/30/2021

Accounts	2019-2020 BUDGET
Ambulance Equipment Reserve	\$ 20,000
Animal Shelter Reserve	\$ 0
Bucksport Performing Arts Center	\$ 0
Concession Stand/Bathroom Facility Reserve	\$ 0
Chamber of Commerce Building Reserve	\$ 0
Dispatch Equipment Reserve	\$ 0
Downtown Improvements Reserve	\$ 0
Fire Department Equipment Reserve	\$ 20,000
Highway Equipment Reserve	\$ 120,000
Highway Improvement Reserve	\$ 10,000
Highway Improvement Reserve – Rt. #46	\$ 0
Info/Technology Reserve	\$ 10,000
Jewett/Community Center Reserve	\$ 0
Parking Lot Reserve	\$ 0
Police Equipment Reserve	\$ 37,000
Pool House and Storage Reserve	\$ 0
Public Access Equipment Reserve	\$ 0
Public Safety Building Reserve	\$ 10,000
Recreation Equipment Reserve	\$ 0
Recreation Facility Reserve	\$ 0
School Street Fire House Reserve	\$ 0
Silver Lake Property Reserve	\$ 0
Solid Waste Equipment Reserve	\$ 0
Town Garage Reserve	\$ 0
Town Office Equipment Reserve	\$ 10,000
Town Office Reserve	\$ 10,000
Transfer Station Reserve	\$ 0
Waterfront Reserve	\$ 40,000
TOTAL BUDGET CAPITAL IMPROVEMENT APPROPRIATIONS	\$ 287,000
BUDGET CAPITAL APPROPRIATIONS FUNDING:	
Tax Appropriation	\$ 287,000
0	
TOTAL BUDGET CAPITAL IMPROVEMENT FUNDING	\$ 287,000

8c

**RESOLVE #R-2020-60 TO ADOPT THE SEWER BUDGET FOR THE
PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021**

Be it resolved by the members of the Bucksport Town Council in Town Council assembled that expenditures for the Sewer Operating Budget totaling **\$1,184,271** for the period 07/01/2020 to 06/30/2021 be approved as follows:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>2020-2021 BUDGET</u>
1	Regular Salaries	\$ 71,775
2	Extra and overtime	\$ 2,761
22	Operator's Expense	\$ 1,400
25	Employee's Benefits	\$ 33,092
31	Office Supplies	\$ 6,400
32	Software Support	\$ 1,000
33	Postage	\$ 5,395
37	Plant Supplies	\$ 12,000
39	Plant Chemicals	\$ 32,000
41	Equipment Purchase	\$ 3,000
51	Parts and Repair	\$ 40,000
61	Telephone	\$ 4,000
71	Fuel Heating	\$ 17,582
72	Fuel Vehicles	\$ 1,760
81	Electricity	\$ 61,562
82	Water	\$ 12,000
85	Insurance	\$ 4,370
86	Testing Cost	\$ 6,000
87	Sludge Site Cost	\$ 15,020
89	Interest and Debt Cost	\$485,045
90	Contracted Services	\$263,000
92	Audit	\$ 6,000
93	Reserve	\$ 25,000
94	Orland Maintenance	\$ 2,964
95	Contingency	<u>\$ 71,145</u>
	TOTAL:	\$1,184,271

Be it further resolved that the revenues totaling **\$1,184,271** for the period 07/01/2020 to 06/30/2021 shall be approved as follows:

ACCOUNT	ACCOUNT NAME	2020-2021 BUDGET
3510	User Fees	\$857,878
3515	Interest on User Fees	\$ 2,300
3520	Entrance Fees	\$ 100
3530	Interest	\$ 3,230
3540	Verona Subsidies	\$ 51,294
3550	Miscellaneous Revenues	\$190,771
3560	Orland Subsidies	\$ 60,261
3570	Orland Maintenance	\$ 1,735
3580	Verona Maintenance	\$ 1,290
3600	Transfer from General Fund (Debt Svc.)	<u>\$ 15,412</u>
	TOTAL:	\$1,184,271

Acted on June 25, 2020

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

8d

**RESOLVE #R-2020-61 SETTING SEWER USER RATES FOR THE PERIOD
JULY 1, 2020 THROUGH JUNE 30, 2021**

Whereas, the sewer user rate needs to be adjusted to reflect the Sewer Operating Budget for the period 07/01/2020 to 06/30/2021; and,

Whereas, no increase is necessary in order to fund the budget as proposed;

Be it resolved by the Bucksport Town Council in Town Council assembled that the user rate for the billing period 07/01/2020 to 06/30/21 be set at \$9.29 per one hundred cubic feet.

Acted on June 25, 2020

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

8e

**RESOLVE #R-2020-62 TO ADOPT THE TOWN MARINA OPERATING BUDGET
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021**

Be it resolved by the members of the Bucksport Town Council in Town Council assembled that expenditures for the Marina Operating Budget totaling **\$137,392** for the period 07/01/2020 to 06/30/2021 be approved as follows:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>2020-2021 BUDGET</u>
1	Regular Salaries	\$ 65,800
2	Extra and overtime	\$ 500
23	Dues & Travel	\$ 500
24	Training	\$ 1,000
25	Employee's Benefits	\$ 11,212
31	Office Supplies	\$ 500
32	Software Support	\$ 1,500
33	Postage	\$ 100
34	Printing	\$ 50
35	Advertising & Marketing	\$ 2,000
36	Copying	\$ 50
37	Cost of Goods – Dockside Supplies & Ice	\$ 5,500
38	Cost of Goods – Gasoline Sales	\$ 42,850
41	Small Equipment Purchase	\$ 500
42	Equipment Rental	\$ 4,000
51	Equipment Maintenance and Repair	\$ 3,000
52	Building Maintenance and Repair	\$ 3,750
53	Float Maintenance	\$ 10,000
54	Boat Maintenance	\$ 2,000
61	Telephone	\$ 600
62	Internet Wifi	\$ 2,000
73	Credit Card Fees	\$ 1,400
81	Electricity	\$ 1,500
82	Water	\$ 1,400
85	Insurance	\$ 400
90	Contracted Services	\$ 3,000
91	Misc. (Lease submerged lands, mooring inspection)	\$ 2,100
TOTAL:		\$167,212

Be it further resolved that the revenues totaling **\$168,589** for the period 07/01/2020 to 06/30/2021 shall be approved as follows:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>2020-2021 BUDGET</u>
4102	Gasoline Sales	\$ 50,600
4103	Transient Dockage	\$ 12,000
4018	Ice Sales	\$ 550
4108	Mooring Fees	\$ 400
4121	Slip Fees	\$ 63,150
4122	Dockside Sales	\$ 6,500
_____	Marina Reserve	\$ 34,012
	TOTAL:	\$167,212

Acted on June 25, 2020

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

sf

RESOLVE #R-2020-63 TO SET THE DATE WHEN TAXES ARE DUE AND PAYABLE

Whereas, M.R.S.A. Title 36, Section 505 grants the authority to a municipality to set the date or dates when property taxes shall become due; and,

Whereas, the Bucksport Town Council has been granted authority by virtue of Section 2.05 of Article 2 of the Charter of the Town of Bucksport to serve as the general legislative body of the Town;

Be it resolved by the Bucksport Town Council in Town Council assembled that taxes for the period 07/01/2020 to 06/30/2021 (FY 2021 Taxes) are due and payable on July 1, 2020.

Acted on June 25, 2020

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

9a

**WARRANT AND NOTICE OF ELECTION CALLING
REGIONAL SCHOOL UNIT NO. 25
BUDGET REFERENDUM
(20-A M.R.S. §§ 1486 & 1501; Executive Order #56 FY 19/20)**

TO: Susan Bennett, a resident Regional School Unit No. 25 (the "Regional School Unit") composed of the Towns of Bucksport, Orland, Prospect, and Verona Island, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Bucksport, Orland, Prospect, and Verona Island, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF BUCKSPORT
REGIONAL SCHOOL UNIT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Hancock County, ss.

State of Maine

TO: Jacob Gran, Municipal Clerk of Bucksport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF BUCKSPORT: You are hereby notified that a Regional School Unit Budget Referendum election will be held at the Jewett School, 66 Bridge Street in the Town of Bucksport on Tuesday, July 14, 2020 for the purpose of determining the following questions:

Question 1: School Budget. Shall Regional School Unit No. 25 appropriate the sum of **\$15,989,717.83** and raise the sum of **\$8,135,689.83** for the 2020-2021 school budget?
School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Regional School Unit No. 25 school budget submitted in this Question 1 totals **\$15,989,717.83**. It includes locally raised funds in the amount of **\$8,135,689.83**, to be assessed in shares to member municipalities in accordance with the RSU's cost sharing formula and state law. The locally raised amount exceeds the State's Essential Programs and Services funding model by **\$1,301,091.16**. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	\$ 5,856,021.00
Special Education	\$ 3,173,072.00
Career and Technical Education	\$ 134,959.00
Other Instruction	\$ 492,065.00
Student and Staff Support	\$ 1,389,897.00
System Administration	\$ 469,632.00
School Administration	\$ 870,098.00
Transportation and Buses	\$ 1,247,189.00

Facilities Maintenance	\$ 1,651,442.00
Debt Service and Other Commitments	\$ 645,342.83
All Other Expenditures	\$ 60,000.00
Summary of Total Authorized School Budget Expenditures:	\$ 15,989,717.83

Question 2: RSU Adult Ed Program. Shall the Regional School Unit be authorized to appropriate **\$198,991.51** for adult education and raise **\$99,500.00** as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program?

School Board Recommends a "Yes" Vote.

Question 3: Capital Reserve Fund. Shall the School Board be authorized to transfer up to **\$300,000.00** from available fund balances to the School Capital Reserve Fund; and to expend up to **\$240,000.00** from the Capital Reserve Fund to pay for the installation of lights on the Miles Lane Soccer Field (\$220,000) and the installation of background curtain for the Bucksport Performing Arts Stage (\$20,000)?

School Board Recommends a "Yes" Vote.

Question 4: Technology Reserve Fund. Shall the School Board be authorized to transfer up to **\$100,000.00** from available fund balances to the Technology Reserve Fund?

School Board Recommends a "Yes" Vote.

Question 5: Special Education Reserve Fund. Shall the School Board be authorized to transfer up to **\$150,000.00** from available fund balances to the Special Education Reserve Fund?

School Board Recommends a "Yes" Vote.

Question 6: New Regular Education Reserve Fund. Shall the School Board establish a Regular Education reserve fund and transfer up to **\$100,000.00** from available fund balances into the Regular Education reserve fund?

School Board Recommends a "Yes" Vote.

Question 7: Fuel Reserve Account. Shall the School Board be authorized to transfer up to **\$10,000.00** from available fund balances to the Fuel Reserve Account?

Statutory Disclosure Statement relating to Fuel Reserve Account: The Fuel Reserve Account balance is currently \$0.00. If this Question is approved, the Fuel Reserve Account balance will be \$10,000.00. The amount used from this fuel cost stabilization fund in the last three years through the date this Question was prepared is as follows:

Fiscal year 2019-2020:	\$0
Fiscal year 2018-2019:	\$0
Fiscal year 2017-2018:	\$0

The polls must be opened at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated as of this June 11, 2020.

Thomas Foster
Paul R. Bury
Mike W. Davis
Scott A. Frozier

Linda M. Burgen
Mar E. Easton
Jeff Peterson

A majority of the School Board of Regional School Unit No. 25

A true copy of the Warrant and Notice of Election, attest:

Susan Bennett

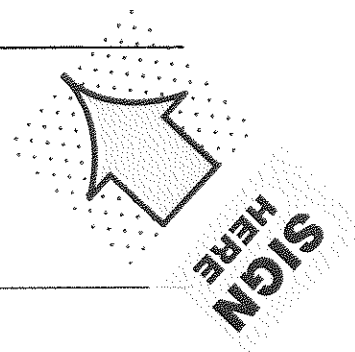
Resident of
Regional School Unit No. 25

Countersigned this _____ day of _____, 2020 at Bucksport, Maine.

A majority of the Municipal Officers of Bucksport, Maine

A true copy of the Warrant and Notice of Election, attest:

Jacob Gran, Municipal Clerk
Bucksport, Maine



Public Hearing: Appendix B, Council Rules to add section 46.

Appendix B Council Rules

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APPENDIX B COUNCIL RULES

SEC. 1. Regular Meetings

The regular meetings of the Town Council shall be held in the Town Office Council Chamber, or a place to be announced, at 7:00 P.M. current time on the second and fourth Thursday of each calendar month. When said day falls on a holiday or an election day, the regular meeting shall be held on the following Thursday at the same time and place.

The date of any regular meetings may be changed by an order or resolve passed at the previous meeting upon the vote of a majority of the Town Council, provided, however, that said change in date will provide for one regular meeting in each month.

SEC. 2. Special Meetings

Special meetings may be called by the Chair and in case of his/her absence, disability, or refusal may be called by three (3) members of the Town Council. Notice of such meeting shall be served in person or left at the residence of each member of the Town Council at least twelve (12) hours before the time for holding said special meeting, unless all members of the Town Council sign a waiver of said notice. Local media shall also be notified of the meeting. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting.

SEC. 3 Workshops

The Town Council may meet in workshop session to discuss any matter. A workshop session is open to the public and news media. At the discretion of the Chair or the Town Council, public input may be allowed. No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.

SEC. 4 Executive Sessions

An executive session may be called only by a vote of three fifths of the members of the Town Council present and voting. No ordinances, orders, rules, resolutions, contracts, appointments, or other official action shall be finally approved at an executive session. An executive session shall not be used to defeat the purpose of 1 M.R.S.A. Sec 401.

SEC. 5 Quorum:

A majority of the members of the Town Council shall constitute a quorum for the transaction of business

SEC. 6 Enactment Form

The Town Council shall act only by ordinance, order or resolve. All ordinances, orders and resolves shall be confined to one subject, which shall be clearly expressed in the title.

SEC. 7 Ordinance Style

All by-laws passed by the Town Council shall be termed "ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Bucksport, Maine, in Town Council assembled."

SEC. 8 Order and Resolve: Style

In all votes of command, the form of expression shall be "ordered;" and of opinions, principles, facts, or purposes, the form shall be "resolved."

SEC. 9 First Reading:

Every ordinance, order or resolve shall be introduced by title only, unless by a majority vote of those present, a full reading is requested

SEC.10 Yeas and Nays Taken: When

The yeas and nays shall be taken upon the passage of all ordinances and entered upon the record of the proceedings of the Town Council by the Clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the Town Council. Every ordinance, order and resolve shall require, on final passage, the affirmative vote of four (4) members of the Town Council. In case of a tie in votes on any item, the item shall be declared lost.

SEC. 11 Ordinances: Effective Date

No ordinance shall take effect and be in full force until seven (7) days after adoption by the Town Council unless deemed to be an emergency ordinance or unless a different effective date is required by law or by ordinance.

SEC. 12 Order, Resolve: Effective Date

Orders or resolves shall take effect immediately upon passage.

SEC.13 Agenda Items

A detailed agenda shall be prepared by the Town Manager, approved by the Town Council Chair/or in his/her absence the Chair of the Ordinance Committee and distributed by the Town Clerk for each meeting. Item(s) of business may be placed on the agenda by any member of the Town Council by contacting the Town Clerk or Town Manager and indicating the item or items to be placed on the next scheduled meeting agenda. If the agenda has been released, the item may be discussed under Discussion Items, but no action may be taken by the Town Council, but the item shall be referred to the next scheduled Town Council

meeting for consideration. Any citizen may place an item on a meeting agenda by making a written request to the Town Manager or Town Clerk noting the item of business to be included. The item will be placed on the next scheduled Town Council agenda upon approval by the Town Council Chair or in his/her absence by the Ordinance Committee Chair. The item will be placed on the agenda only if it is deemed by the Chair to be appropriate for Town Council business, but the Town Council's decision will be final.

SEC. 14 Agenda Order

The order of the agenda for meetings shall be as follows:

- a. Chair calls meeting to order
- b. Roll Call by the Town Clerk
- c. Presentations of any Town Council Recognitions
- d. Consider Minutes of the Previous Meeting(s)
- e. Reports, Documents and Correspondence to the Town Council
- f. Public Hearings
- g. New Ordinances to Consider
- h. Agenda Items
- i. Town Manager's Report
- j. Discussions of Items Not on the Agenda for Council and Public
- k. Agenda Items Requiring Executive Sessions
- l. Adjournment

SEC. 15 Chair Calling Meeting to Order

Immediately after the call to order, the Chair will welcome the public and provide instruction on decorum as well as to let the public know if the meeting is being recorded.

SEC. 16 Dispensing with Agenda Items or Ordinances

- a. The Chair will read the title of the agenda item or ordinance being considered. A majority of the Town Council may request that the resolve, order or ordinance be read in its entirety.
- b. Once the agenda item has been read, any Town Council member who has or may have a conflict of interest or may want the Chair to determine whether a conflict of interest exists, will so state. The Chair will dispense with any item of conflict unless appealed to the full Council.
- c. The Chair will then direct the Town Manager, Committee Chair or other appropriate designee to provide information regarding the agenda item or ordinance under consideration.
- d. Upon receiving information, the Chair will allow members of the Town Council to ask questions relating to the agenda item or proposed ordinance.
- e. Once the agenda item or proposed ordinance has been explained and questions from the Town Council have been addressed, the Chair will

seek a motion and second. The agenda item or ordinance will fail for lack of a motion and second.

- f. Once a motion and second has been received, the Chair will open the item for public comment.
- g. Once all public comments are received, the Chair will open the item for discussion by Town Council members.
- h. Once Town Council discussion has been completed, a vote by the Town Council will be taken.

SEC. 17 Chair

At its first meeting in January of each year, or as soon as practicable thereafter, the Town Council shall proceed to elect, by majority vote of the Council membership, a Chair of the meeting who shall preside at the hour appointed for the Town Council to meet, and shall immediately call the members to order.

The process to elect the Chair will require nomination by a member of the Town Council, and majority vote by those present. In the case when there is more than one nominee, the members present will cast their ballots until one nominee is selected by the majority.

The roll shall then be recorded by the Clerk, who shall enter in the minutes of the meeting the names of the members present. Once the roll call has been recorded, the Chair will determine whether there is a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

SEC. 18 Deputy Chair

At its first meeting in January of each year, or as soon as practicable thereafter, the Town Council shall proceed to elect, by majority vote of the Council membership, a Deputy Chair of the meeting who shall preside in the absence of the Chair at the hour appointed for the Town Council to meet, and shall immediately call the members to order.

The process to elect the Deputy Chair will require nomination by a member of the Town Council, and majority vote by those present. In the case when there is more than one nominee, the members present will cast their ballots until one nominee is selected by the majority.

The roll shall then be recorded by the Clerk, who shall enter in the minutes of the meeting the names of the members present. Once the roll call has been recorded, the Chair will determine whether there is a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

SEC. 19 Town Council Privileges

The Chair may move, second, declare by unanimous consent, and debate from the Chair; subject only to such limitations of debate as are by these rules imposed on

all members and shall not be deprived of any of the rights and privileges of a Councilor by reason of acting as the Chair.

SEC. 20 Preserve Order; Decide All Questions of Order

The conduct of any Town Council meeting is not bound by formal rules of parliamentary procedure, such as those identified in Robert's Rules of Order. The Chair may address any question of procedure that is not otherwise addressed in these rules by invoking a rule of parliamentary procedure, or by taking any other reasonable course of action. Members of the Town Council may question a procedural ruling by the Chair, and the decision of the majority members of the Town Council on the matter shall be final.

The Chairman shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Town Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

- a. During the Town Council meetings, Councilors shall preserve Order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chair or the rules of the Town Council. Town Councilors desiring to speak shall address the Chair, and upon recognition by the Chair, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Town Councilor is called to order while speaking, the Town Councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Town Councilor shall be permitted to proceed. If ruled to be not in order, the Town Councilor shall remain silent or shall alter the remarks so as to comply with rules of the Town Council. All members of the Town Council shall accord the utmost courtesy to each other, to Town employees and to public members appearing before the Town Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Town Councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Town Council. Members shall be removed from the meeting for failure to comply with decisions of the Chair or for continued violations of the rules of the Town Council. If the Chair fails to act, any member may move to require the Chair to enforce the rules and the affirmative vote of a majority of the Town Council shall require the Chair to act.
- b. Public members attending Town Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Town Council. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Town Council or while attending the Town Council

meeting may be removed from the premises if a police officer is so directed by the Chair, and such person shall be barred from further audience before the Town Council for the duration of the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chair, who may direct a police officer to remove such offenders from the premises. Aggravated cases shall be persecuted on appropriate complaint signed by the Chair. In case the Chair shall fail to act, any member of the Town Council may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Town Council shall require the Chair to act.

SEC. 21 Declare Votes: Cause Return of Votes

The Chair shall declare all votes, but if any member doubts a vote, the Chair shall cause a return of the members voting in affirmative and in the negative without debate.

SEC. 22 Debate: Rules of

When a question is under debate, the Chair shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely; which several motions shall have precedence in the order in which they stand arranged.

SEC. 23 Motion to Adjourn: Lay on Table

The Chair shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, shall be decided without debate.

SEC. 24 Reconsideration

When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move for reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

SEC. 25 Motion for Previous Question

Upon the motion for the previous question being made and seconded, the Chair shall put the question in the following form: "Shall the main question be now put?" and all debate upon the main question shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, the sense of the Town Council shall be forthwith taken upon all pending amendments, and then upon the main question.

SEC. 26 Not to Be Debated or Amended

No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Chair or not.

SEC. 27 Manner of speaking

When a member is about to speak, he/she shall respectfully address the Chair confine himself/herself to the question under debate, and avoid personalities.

SEC. 28 Not to Interrupt

No member speaking shall be interrupted by another, but by a call to order to correct a mistake.

SEC. 29 Breach of Rules and Order

When any member shall be guilty of breach of any of the rules or orders of the Town Council, he/she may, on motion, be required to make satisfaction therefore, and shall not be allowed to vote, or speak, except by way of excuse, until he/she has done so.

SEC. 30 Member Excused from Voting: When

Every member present when a question is put shall give his/her vote, unless the Town Council, for special reasons, shall excuse him/her. Application to be so excused must be made before the Town Council is divided, or before the calling of the yeas and nays, and decided without debate.

SEC. 31 Motion to Be Reduced to Writing: When

Every motion shall be reduced to writing, if the Chair shall so direct.

SEC. 32 Division of Question

Any member may require the division of a question when the sense will admit it.

SEC. 33 Motion for Referral

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

SEC. 34 Priority of Business

All questions relating to priority of business to be acted upon shall be decided without debate. A change in the date of consideration of acting on an agenda item requires a formal vote and unanimous consent of all present and voting.

SEC. 35 Suspension of Rules: Amendment or Repeal

The rules shall not be dispensed with or suspended unless five (5) of the members of the Town Council consent thereto. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.

SEC. 36 Procedure for Addressing Council

Any person wishing to address the Town Council will be given an opportunity to do so in accordance with the following procedures:

1. Persons wishing to address the Town Council on an item which appears on the agenda shall wait for Town Council consideration and deliberation of such item. Prior to vote by the Town Council on the matter, discussion from the general public will be allowed. The Town Council may re-deliberate the item and then vote. No person shall be permitted to address the Town Council during the final deliberation and vote.
2. Persons wishing to address the Town Council on an item not appearing on the agenda shall do so only after disposing of all items appearing on the agenda.
3. Any person wishing to address the Town Council shall signify his desire by raising his/her hand and, when recognized by the Chair, such person shall thereupon request permission to address the Town Council, giving his/her name and address, then designating the subject matter on which he/she desires to address the Town Council.
4. Persons present at Town Council meeting are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

SEC. 37 Conflict of Interest-

- a. Financial Interest: A member who has a financial interest in any contract with the Town or in the sale, purchase or lease of any land, material, supplies or services to or from the Town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a member who has a financial interest in any matter before the Town Council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the Town Clerk. A member has a "financial interest" within the meaning of this section if the member has a "financial interest" within the meaning of this section if the member owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
- b. Relationship: A member is disqualified in any quasi-judicial matter before the Town Council, if the member is related to any of the parties within the sixth degree (second cousin). The member shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
- c. Appearance of Conflict: A member shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, by abstaining from voting on the matter. If, after disclosure, the member believes the interest will affect the member's ability to make a

fair and impartial decision faithful to the public interest, the member shall abstain from voting.

- d. Participation: An abstaining member may but need not remain in the Town Council Chamber during debate or votes on that issue. An abstaining member who wishes to be heard on a matter may join other members of the public and speak as a member of the public during that portion of the meeting when the public is being heard. In no case shall an abstaining member participate in Town Council discussion or deliberation or otherwise act in an official capacity in the matter as to which the Councilor has abstained.
- e. Judgment of Qualifications: If there is any doubt as to whether a Councilor has a conflict of interest in any matter, the Chair shall determine the qualification of the challenged member. The decision of the Town Council shall be final.

SEC. 38 Right of Appeal

Any member may appeal to the Town Council from a ruling of the Chair, if that appeal is seconded. The member making the appeal may briefly state the reason for the appeal, and the Chair may briefly explain the ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?"; If a majority of the member present vote "Yes", the ruling of the Chair is sustained; otherwise, it is overruled.

SEC. 39 Forfeiture of Office

A member will forfeit his/her office of member in addition to reasons noted in Section 2.07 of the Town Charter for failing to attend ~~three consecutive~~ five regular meetings of the Town Council without being excused by a majority vote of the Town Council.

SEC. 40 Residency Requirement

A member will forfeit his/her office of member if not a resident of the Town of Bucksport. For the purpose of this section resident refers to the individual's place of domicile as defined by (M.R.S.A. 30-A Section 2001 Subsection 16). Any Town Council member who is not a resident of the Town of Bucksport is required to report his/her relocation to the Town Council at the next regularly scheduled town council meeting.

SEC. 41 Committees

At the commencement of the council year, or as soon thereafter as possible, there shall be chosen the following committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or upon a motion, the Council may ballot:

- a. **Finance & Investments Committee** – The purpose of the Finance & Investments Committee shall be to review all items related to budgets, bonds, investments,

funds, grants, loans, TIF's, donations, Capital Improvement Planning, audits, major expenditures.

- b. **Services Committee** – The purpose of the Services Committee shall be to review all matters related to administration, department functions, social & community services, technology, appointments, employment, and negotiations.
- c. **Infrastructure & Properties Committee** – The purpose of the Infrastructure Committee shall be to review all matters pertaining public buildings and land, marina, walkway/trails, streets, sewer, water, gas, power, communications, and property acquisitions and disposal.
- d. **Regulatory Review Committee** – The purpose of this Committee shall be to review all matters related to all ordinances, Town Charter, citizen initiatives, rules, policies, and quasi-judicial matters.
- e. **Community & Economic Development Committee** – The purpose of the Community Development Committee shall be to review economic matters, comprehensive planning, public events, citizen forums, public relations. The Economic Development Committee shall consist of three members of the Town Council and no more than seven citizens at large that shall include a representative of RSU 25, and the Bucksport Bay Area Chamber of Commerce.

Committee Procedure:

- a. All Committees will be required to post an agenda at least 48 hours prior to the Committee meeting and no issue may be voted on unless it is on a posted agenda.
- b. It shall be the responsibility of the Committee Chair to discuss the development of the agenda with the assigned staff person at least 24 hours before the deadline for posting an agenda.
- c. The assigned staff person shall prepare and post the agenda.
- d. Draft minutes of each meeting will be prepared by the Staff member within five (5) business days.
- e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
- f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
- g. Two appointed members of the Committee shall constitute a quorum.
- h. The Mayor shall serve as a member of all Committees for quorum purposes.

The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Town Council.

In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.

SEC. 42 Procedures for Treasurer's Warrants

The treasurer may disburse money only on the authority of a warrant drawn for the purpose and signed by the Chair, or in the absence of the Chair, by the Chair of the Finance Committee. Copies of all signed treasurer's warrants will be provided to all members of the Town Council during regular town council meetings.

SEC. 43 Resolves for Employee or Citizen Recognitions

Any member of the Town Council following the procedures outlined by Section 13(Agenda Items) of this article may request recognition of any citizen or council agenda. Such recognition will be presented to the town manager or town clerk in the form of a written resolution. After and only upon favorable vote by the majority members of the Town Council, the Town Clerk will forward a copy of the resolution to the person or persons given the recognition.

SEC.44 Process for filling council vacancies until next election

If for any reason a council seat is made vacant, the process for appointment of an interim Councilor to serve until the next regular election is held is as follows;

1. The Council shall first offer the interim seat to the candidate that was the first runner up in the most recent Town Council election. If he/she chooses not to serve or there were no candidates not elected, then
2. The process to elect the interim councilor will require nomination by a member of the Town Council, and majority vote by those present. In the case when there is more than one nominee, the members present will cast their ballots until one nominee is selected by the majority.

SEC.45 Swearing in of Councilors elected to fill unexpired terms

Town Councilor(s) elected to complete an unexpired term shall be sworn into office at the first Council meeting following certification of the election results in which the candidate was elected.

SEC.46 Manager/Town Council Email Correspondance

In an effort to provide transparency for the public, all email correspondence, with the exception of legal matters that are considered confidential information, between the Town Manager and the Town Council shall be posted weekly on the Town of Bucksport website

*Appendix B Council Rules was adopted in conjunction with the Town Code on March 9, 1978, and amended on the following dates: May 9, 1991; April 24, 1992; July 11, 1996; June 26, 2003.
Updated March 16, 2004.*

Amended December 9, 2010 to replace the existing Appendix B of the Bucksport Town Code for the purposes of clarifying the rules and procedures regarding how, when and where the Town Council will conduct its business, the conditions the members will follow to conduct themselves, and how and when the public will be allowed to participate as the Town Council conducts its business.

Amended June 14, 2018 to remove Charter conflicts in Sections 1, 2, 11, 17 and 39, and to amend Section 41 to replace the committee structure.

Town Clerk notes: *Several scrivener errors occurred when the Bucksport Town Code was translated to an electronic format. The following errors were corrected on August 2, 2007:*

Section 15: A spelling error was corrected. "pervious" was changed to "previous".

Section 30: A spelling error was corrected. "Manger" was changed to "Manager".